

**CONFIDENTIAL***report under  
DDI since  
transfer to  
SIT was 4 May 73*

20 July 1973

MEMORANDUM FOR: Special Assistant for Information Control

THROUGH : Chief/Support Staff/NPIC  
Records Management Officer/DDS&T *JSW*

SUBJECT : FY-73 Annual Report of NPIC's Records, Filing and Reproduction Equipment Inventory

REFERENCE : Memorandum from CIA Records Administration Officer; Subject: Annual Report of Records Volumes and Equipment Inventory; dated 9 February 1973

1. NPIC has completed its FY-73 inventory of record holdings, file equipment, microfilm, and quick copy reproduction machines, as per referenced. The results are attached.

2. Attachment "A" represents NPIC's record holdings in cubic footage. It reflects a breakdown of our microfilm holdings and the amount of paper represented. A 14% reduction in total holdings has been achieved over last year's inventory. This has been accomplished by an active records program, microfilm requirements, and a need for additional floor space. This 14% decrease is 4% over what has been required.

3. Attachment "B" reflects the types and amount of filing equipment occupying floor space in [redacted] 25X1  
There are at present 2,263 pieces of filing equipment occupying 27,348.2 square feet in [redacted] 25X1  
These figures reflect only those pieces of equipment physically occupying floor space and not total filing equipment in [redacted] 25X1  
These figures represent an overall increase over last year's filing equipment inventory.

4. Attachment "C" is the list of our 23 pieces of quick copy reproduction machines, their location and using components.

25X1

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5. For further information, please contact the NPIC/  
RMO on extension

25X1



25X1

Records Management Officer  
SS/NPIC

Attachments: a/s

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<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE)  DDI/OSR
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SAFES	<u>SQUARE FEET</u>	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	1,500	150 -
2 Drawer (free standing)	340	34 -
4 Drawer (correspondence)	1,440	144 -
5 Drawer (correspondence)	50	5
All purpose (with doors)		
Map and Plan File	24	3
Kardex ( _____ Slides)		
- Drawer Card ( _____ size card; _____ inches per drawer)		
- Drawer Card ( _____ size card; _____ inches per drawer)		
OTHER (describe)		
5 drawer map file (33"depth, 25" width)	81	6

  

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	0 -
5 Drawer (correspondence)	0 -
Map Cabinet Sections	22
Map and Plan File	9
Kardex ( _____ Slides)	
Safe-T-Stack Units	0 -
- Drawer Card ( _____ size card; _____ inches per drawer)	0 -
- Drawer Card ( _____ size card; _____ inches per drawer)	0 -
OTHER (describe)	
Metal cabinet (6 shelves)	9

Continue on reverse side

SHELVING	SQUARE FEET	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
			SECTIONS	SHELVES HIGH		
Correspondence type	133	36	4-5-6	6-7-8	134	474 +
Library type						
Book Case Sections	269	33	58	1-5	164	410 -
Tape shelves						
Conserv-A-File (roll out units)	47	33	5	5	25	69
Conserv-A-File-V (side roll)						
Elevator (power files)						
Add-A-Shelf						
Movable Shelves (manual)						
Movable Shelves (motorized)						
CARD SHELVES (____size card; ____ins per dr)						
OTHER (describe)						
Wooden Flat Map Case (1)						
(32 $\frac{1}{2}$ " width, 21" depth, 6 ' high) 8						3

## REMARKS:

Include number of secure and vault areas in which records are stored 5

Total square feet - - - 3,932 25X1

25X1

25 July 1973

DATE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachement